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CENTRAL INTELLIGENCE AGENCY 25X1

# INFORMATION REPORT

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SUBJECT Organization of Import-Export Agency for Leather

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25X1 The following are the important functions of the various offices within the Polish Import-Export Agency for Leather ("Skorimpex"):

(a) Director - Zygmunt Starzenski

25X1 The director has the equivalent of a high school education. He is directly responsible to the Minister of Foreign Trade /fm/ Dombrowski in Warsaw. His duties are to carry out the wishes and desires of the Ministry of Foreign Trade. He has always been a conscientious Communist.

(b) Import Division - directly responsible to the director. Chief of the Import Division was /fm/ Pawlicki.

25X1 The Import Division employed 23 persons. The import plan was handed down to the Chief from the Director. The primary function of the Import Division was to purchase the best quality leather for the least amount of money, but above all to make sure that the import plan was fulfilled.

(c) Export Division - Chief Zdzislaw Jach. He was a strict disciplinarian. The greatest exports of leather

25X1 were to Finland and Holland followed by Egypt, Italy, Turkey, Czechoslovakia and Hungary. Exports of tanned leather and gloves to the USSR were very light, however, exports to the USSR of these same articles were increasing. Goods exported to the USSR required special handling as it was most important that they arrive on time. The Export Division had 15 employees.

(d) Finance Division - (fm) Szulc, a pre-World War II Army officer, non-Party member, held the position of chief accountant. There were 12 employees to handle all financial problems. Szulc was also president of the League of Soldier's Friends (Liga Przyjaciol Zolnierzy).

(e) Administration Division - Chief (fm) Ptaszek - functioned as supply and maintenance crew.

(f) Personnel Division - Chief was (fm) Klajman was to be replaced. The personnel division kept a complete file on each employee. It was also responsible for hiring and screening new employees.

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- (g) Organization Division - Chief (fnu) Blicharski and three employees kept a complete list of all companies dealing with the Import-Export Agency. Prior to any contract negotiations the chief of the import or export division had to receive clearance on the company. If the name of the company did not appear in the indexes of the organization division, a report including name and location of the company was submitted to the Minister who in turn notified the Commercial Attache in the appropriate country. The commercial attache would then obtain the necessary information concerning the reliability of the company in question. Only after the company received clearance would approval be granted to carry on business transactions. The division also subscribed to all Trade and Commerce periodicals, magazines and publications.
- (h) Transport Division - Chief (fnu) Jedrzejkowski. This division worked closely with Hartwig (International Transport Agency). All negotiations being completed, a duplicate of the entire contract was submitted to the transport chief. All arrangements for transportation to port of entry and final destination were the chief's responsibility.
- (i) Cooperation with democratic countries. The position of chief was entrusted to a Party member who worked directly with the director and chiefs from the import and export division. Its main function was to purchase leather for Satellite countries which were unable, for political reasons, to deal with countries in the West. The goods would be purchased by Poland and then resold to the Satellite country with no profit to Poland.
- (j) Planning Division - Chief (fnu) Engelhardt [redacted] This division employed Communist youths exclusively. When the overall quarterly plan was received from the Ministry in Warsaw, the planning division was responsible for seeing that the import-export quota was fulfilled. It also had the responsibility of checking figures submitted by the import and export divisions to make sure that no mistakes had been made as far as changing meters to feet, kilograms to pounds and zlotys to US dollars are concerned.

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Enclosure (A): Sketch showing the Organizational breakdown of the Export-Import Agency for Leather.

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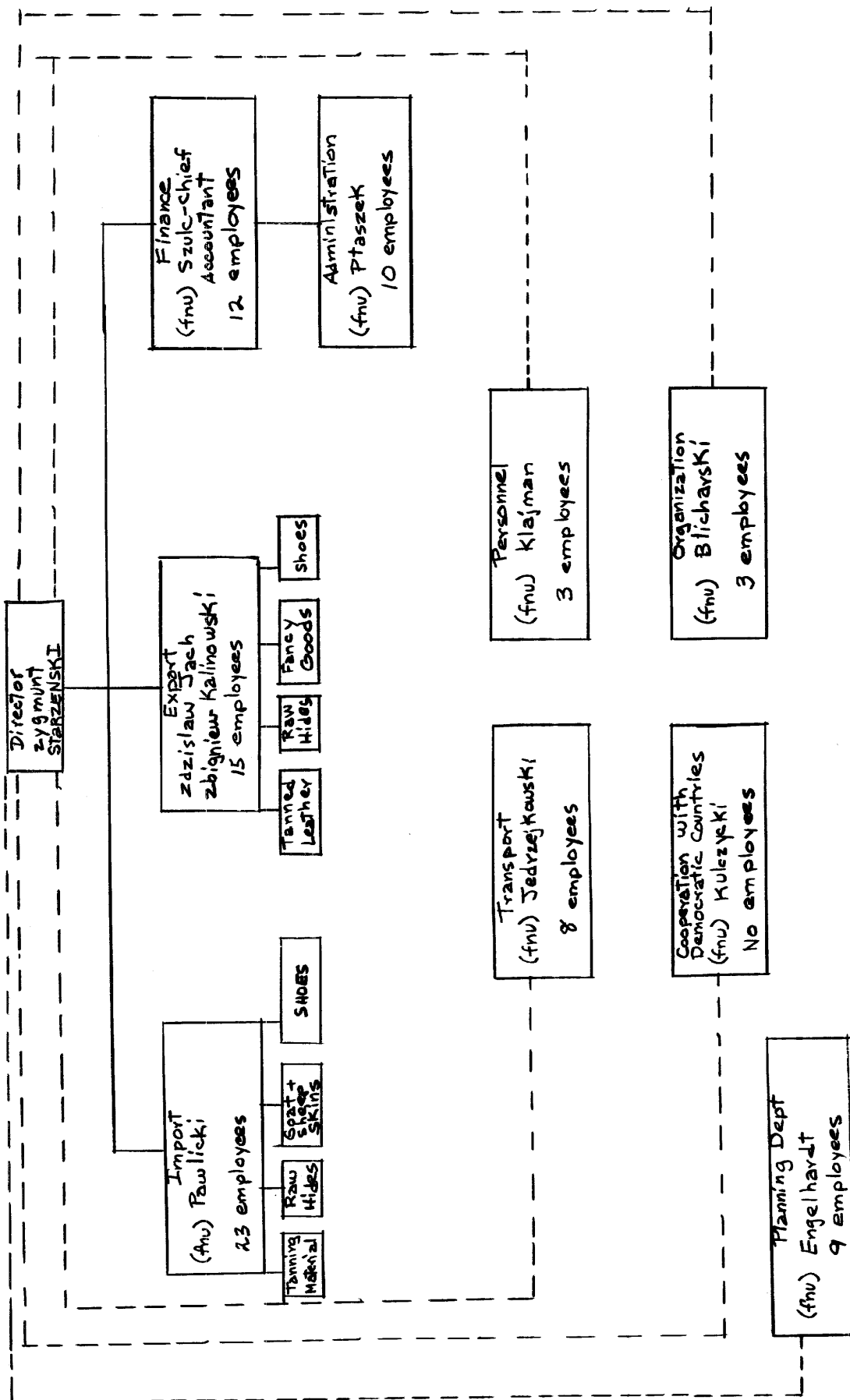
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## SKETCH SHOWING THE ORGANIZATIONAL BREAKDOWN OF THE EXPORT-IMPORT AGENCY FOR LEATHER



Organization of Leather Industry  
(Independent of Tannery Industry)

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